

## **Leave Without Pay**

Leave Without Pay may be granted to you based on a justifiable request and with the approval of your department or agency head. It is your responsibility to justify the need for Leave Without Pay and the length of time for which it is needed. If Leave Without Pay is granted due to reasons of illness, a physician's certificate may be required by your supervisor when you return to work to establish your fitness to return and confirm the dates of your disability.

All requests for Leave Without Pay that extend beyond a pay period must be forwarded to the Director of Human Resources for approval. Your department or agency head can approve Leave Without Pay for a shorter period of time.

An employee absent on Leave Without Pay does not accumulate annual or sick leave days during the period of absence. Employee benefits will be discontinued during this period unless special arrangements are made with the Department of Human Resources or the Department of Finance. For employees on Leave Without Pay under the Family and Medical Leave Act (FLMA), the City will continue to provide medical coverage for the employee at no cost. The employee must pay any additional cost for medical coverage for family members.